



CHRISTOPHER T. SUNUI  
Governor

## Governor's COVID-19 Equity Response Team (GCERT) Drafted June 6, 2020, Accepted June 11, 2020

### CHARTER

Dr. Trinidad Tellez, Chair

Bobbie Bagley

Kirsten Durzy

Rogers Johnson

Dr. Dottie Morris

1. Mission – clear; do need to define scope
2. Membership – clear, determined by Governor
3. Meeting structure
  - a. How often and when – at least a meeting a week (will schedule 3 more for now)
  - b. We will need to do work between meetings
  - c. We can have subcommittees; if 3 or more Response Team members, require public notice
4. What is our objective for the 30-day timeline – what are we trying to produce?
  - a. 30 day timeline intended to produce a clear plan for moving forward in the 30 days
    - i. The work will not be implemented necessarily within 30 days.
  - b. Plan needs to include thought about what happens beyond 30 day window
  - c. Need to think about how we will engage the various kinds of stakeholders whose input will be necessary: community members with lived experience, academic, statistical, knowledge and expertise
5. Group process agreements
  - a. How are we making decisions?
    - i. Aim to operate equitably when trying to do equity = decision making by consensus
      - Offer the option of “disagreeing but choosing not to block” consensus
  - b. Do we only meet if all 5 are available?

- i. Aim for all 5, minimum of 4 to schedule. Need a quorum (3) to meet.
    - ii. At least one meeting per week.
    - iii. If there is work between meeting times report back on work through Chair
  - c. Who creates the agenda?
    - i. Chair, with input from all at end of prior meetings.
    - ii. Chair will send agenda for review and input before finalizing
  - d. Where are meetings held?
    - i. Currently online Zoom webinar meetings
  - e. How are meetings made public for compliance with the requirements of RSA chapter 91-A and Emergency Order 12?
    - i. Meeting information is posted on the GCERT website, <https://www.dhhs.nh.gov/omh/covid19-equity-response.htm> and the website of the Governor's Advisory Council on Diversity and Inclusion, <https://www.governor.nh.gov/diversity>
    - ii. Members of the public can view and listen to the public meeting via online webinar or via phone; they do not have to identify themselves to observe/listen.
    - iii. We will have a point of contact for the public to alert the taskforce about access issues at the time of the meeting.
      - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled (e.g. the information for access being incorrect so no member of the public would ever be able to get into the meeting)
      - Things like user error in accessing the public meetings will not cause us to suspend discussion.
    - iv. We can choose meeting by meeting on whether or not to allow for public comment – this will be specified on the meeting agenda.
      - We can ask that people wishing to make public comment contact the response team in advance by email to submit their comment

- If we invite members of the public to speak at a meeting, they need to identify themselves and, if they represent a person/group/business/etc., they need to identify who they represent
  - If there are questions, we do not need to provide an immediate answer; we do not have to provide any answer.
- f. Where are the meeting notes being captured?
- i. Note-taking assistance at each meeting
  - ii. Chair to send draft minutes to members; available within 5 days
  - iii. Meeting minutes approved at subsequent meeting and then posted on GCERT website
  - iv. Meeting minutes compliant with RSA 91-A:2 must include the names of the members of the public body participating in the meeting; the names of persons appearing before the body; a brief description of each subject discussed; and a description of all final decisions made, including all decisions to meet in non-public session. “Final decisions” include actions on all motions made, even if the motion fails. A clear description of the motion, the member making the motion, and the member seconding the motion must also be included. As noted above, all votes taken at a meeting at which any member participates electronically must be by roll call vote. This means that the minutes need to list all members participating and their vote on each vote.

6. Plan to revisit this document periodically for any needed changes or additions.